



## COVID-19 Guidelines for Coding Time in E210

April 9, 2020

A description of all of the relevant E210 codes is provided below:

Scenario	E210 Code
Employees who are working on-site on a normal schedule.	X
Employees who are teleworking on a normal schedule.	XO
Employees who are using normal sick leave.	S
Employees who are temporarily relieved from duties with pay as a result of a work slowdown because of the COVID-19 pandemic. The employee must be on call and ready to work when needed, and may be deployed to work in different areas of the university and hospital as required by their management team.	COVP
<p>Employees who are using an additional two weeks of sick leave if:</p> <ul style="list-style-type: none"> <li>• they become sick as a result of COVID-19,</li> <li>• they have to self-quarantine because of exposure to the COVID-19 virus, or</li> <li>• they are told to self-quarantine by ECCC because of possible exposure to the COVID-19 virus.</li> </ul> <p><i>Note: The employee or the manager must notify HR Business Services of the need for this particular leave to be loaded into the E210, once the ECCC has approved this leave. See additional instructions and process flow below.</i></p>	<p>COV</p> <p>(HR Business Services loads the balance)</p>
<p>Employees who are using COVID-19 leave when on FMLA</p> <p>Use this code if the illness qualifies under FMLA. The employee or their HR Business Partner should contact <a href="mailto:HRBusinessServices@jhu.edu">HRBusinessServices@jhu.edu</a> to request the additional leave.</p>	<p>FCOV</p> <p>(HR Business Services loads the balance)</p>

### **Additional Instructions for those who use COVID-19 Leave**

- If an employee suspects they have COVID-19 or if their health care provider has indicated that they have tested positive with COVID-19, the employee should contact the Employee COVID-19 Call Center (ECCC) at 443-287-8500, seven days a week, between 7:00 a.m. and 11:00 p.m. The ECCC will conduct a screening by phone and provide guidance on next steps.

- If the ECCC determines that COVID-19 leave is appropriate, a generic email will be sent to the employee’s supervisor, approving leave. No mention of COVID-19 will be disclosed in the email to remain in compliance with HIPAA guidelines.
- The employee or his/her supervisor should contact HR Business Services at [HRBusinessServices@jhu.edu](mailto:HRBusinessServices@jhu.edu) to enable the additional leave. Please put “COVID-19 Leave Request” in the Subject Line.

*Under HIPAA rules, neither the ECCC nor any other JHU employee – including the employee’s supervisor – may disclose the employee’s specific COVID-19 diagnosis. The employee is always allowed to communicate his or her own test results to others.*

*Note: A detailed process flow follows this section.*

**Important Contact Information**

	<b>Employee COVID-19 Call Center (ECCC)</b>	<b>HR Business Services (HRBS)</b>
Days and Hours of Operation	Seven days a week, 7am to 11pm	Seven days a week, 8:30am to 5pm
Phone Number	443-287-8500	N/A
Email Address	N/A	<a href="mailto:HRBusinessServices@jhu.edu">HRBusinessServices@jhu.edu</a>
Location	The Church Home Professional Office Building 98 North Broadway, Room 421 Baltimore, MD 21231	JHU at Eastern 1101 E. 33 <sup>rd</sup> Street Suite E001 Baltimore, MD 21218

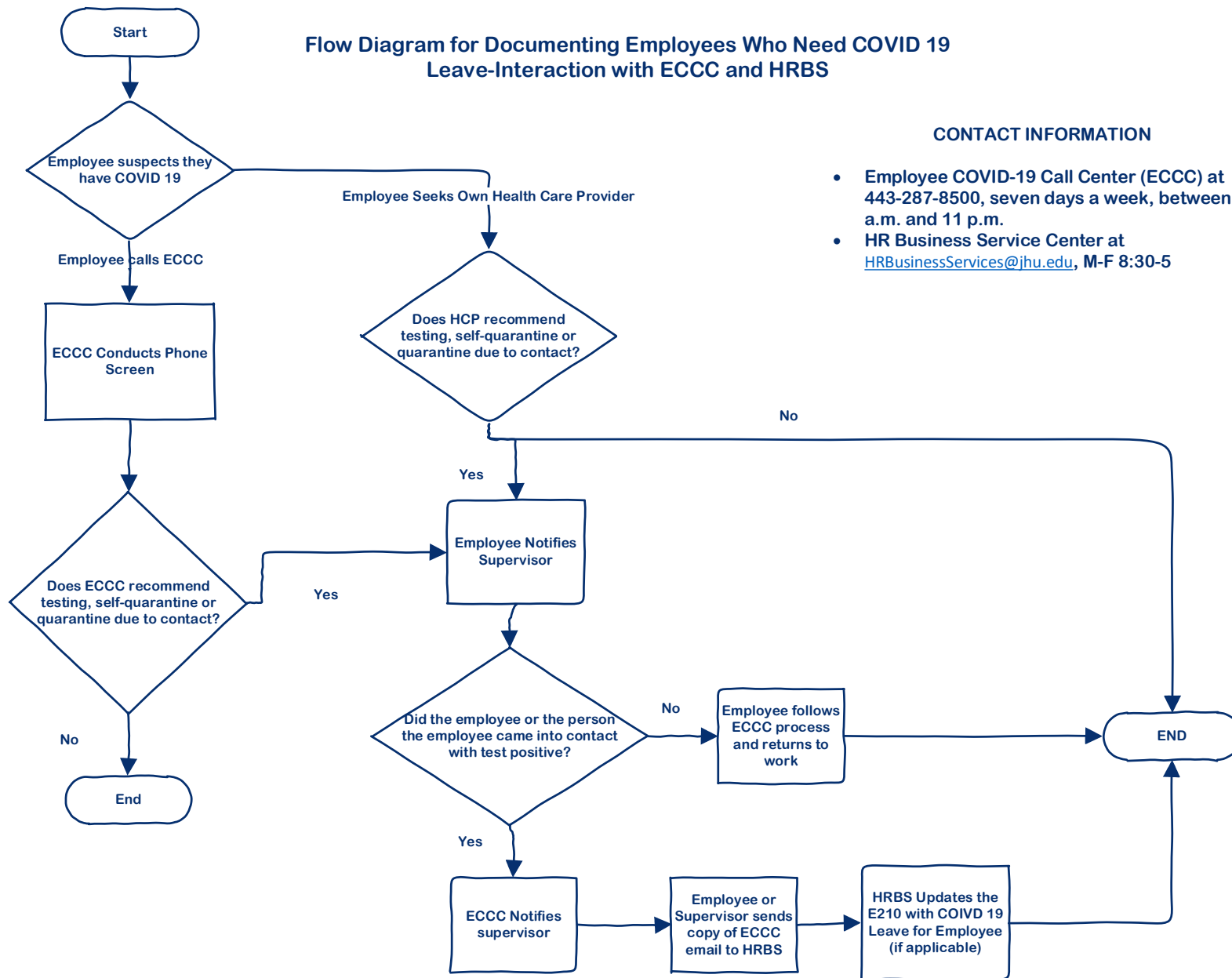
**Faculty**

Faculty are entitled to the additional leave, but they should consult with their department chair/vice dean for faculty for more information.

**Students**

Students should consult with their department chair or dean’s office for the most appropriate guidance regarding their potential eligibility for this leave.

## Flow Diagram for Documenting Employees Who Need COVID 19 Leave-Interaction with ECCC and HRBS



### CONTACT INFORMATION

- Employee COVID-19 Call Center (ECCC) at 443-287-8500, seven days a week, between 7 a.m. and 11 p.m.
- HR Business Service Center at [HRBusinessServices@jhu.edu](mailto:HRBusinessServices@jhu.edu), M-F 8:30-5